Locate CARD
CPS **A**ction **R**equirement **D**ocument

Contract Language	• Cases must have, documented in the Michigan Child Support Enforcement System (MiCSES), at least one locate attempt using either automated or manual methods (including but not limited to a Federal Case Registry [FCR] or a National Change of Address [NCOA] submission, or accessing MiCSES or Business Objects locate results or postal verification) within 75 days of a non-custodial parent (NCP) being unlocated, and no payment was received within the last six months and at least once every 90 days thereafter until located. • 75 percent of cases had documented in MiCSES a locate attempt within 75 days of an NCP being unlocated and every 90 days thereafter until located.
Federal Regulations	45 Code of Federal Regulations (CFR) 303.3(b)(3); 45 CFR 303.3(b)(5); 45 CFR 308.2(b)(2)(ii); 45 CFR 308.2(b)(2)(iii); 45 CFR 308.2(c)(3)(i); 45 CFR 308.2(c)(3)(ii)
Michigan IV-D Policy	*Combined IV-D Policy Manual* 4DM 200 and 4DM 200-2; Section 1.25, "Contracts," of the *Michigan IV-D Child Support Manual*
Language Differences	The contract specifically cites National Change of Address (NCOA) submission as a locate attempt for this CPS, whereas the federal Office of Child Support Enforcement (OCSE) has stated that NCOA should not be considered a locate tool. The contract specifically cites Business Objects locate sources; functionally, it is not currently possible to associate the use of Business Objects with a particular NCP in a way that is visible to all IV-D staff. The contract specifies that the CPS applies when "no payment was received within the last six months," although no such language appears in the CFR.
Responsible Partners	Prosecuting Attorney (PA) Friend of the Court (FOC)

Cases are included in the CPS when:	*Cases are excluded from the CPS when:*
One or both of the following apply: • The active NCP on the IV-D case becomes unlocated,[1] and resulting location efforts are due on the 75th calendar day and within the reporting period (a given date or a date range such as fiscal year); and/or • The active NCP on the IV-D case remains unlocated after a location attempt, and resulting location efforts are due on the 90th calendar day and fall within the reporting period. When calculating the percentage of cases for the Locate CPS, the denominator is the number of cases meeting the above condition.	At the first time CPS begins for a case in the reporting period, the MiCSES case is: • Not a IV-D case; • IV-D-closed, or fully closed; • Pending a determination of good cause not to cooperate with child support requirements; or • Granted good cause not to cooperate with child support requirements with a determination to end action. For purposes of the Locate CPS, location efforts are not necessary for a IV-D case for a period of time if, within 180 calendar days

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[1] "Becomes unlocated" means that the NCP was previously located, or that the NCP has never been located before and now needs to be located.

	prior to the date when location action became necessary (the start date, not the due date), the Michigan IV-D program received a non-voided payment from the NCP on the IV-D case.[2]
For this CPS, the county of the IV-D case when location action became necessary is the county that receives credit. If an NCP appears on several IV-D cases, each county receives credit.	

Cases pass when:	*Cases fail when:*
At least one locate effort was necessary and due within the reporting period, and a qualifying location attempt was made for every necessary and due locate effort. The qualifying locate attempts (qualifying actions) include: • Automated locate efforts made by MiCSES; • Automated submission of NCPs to the FCR; • Automated submission of NCPs' addresses to an NCOA service; • Automated processes successfully locating NCPs and entering verified location information in MiCSES; • IV-D staff manually accessing FCR location results; • IV-D staff manually initiating location efforts through MiCSES; • IV-D staff successfully locating NCPs and entering verified location information in MiCSES; • IV-D staff requesting postal verification of potential location information; • IV-D staff requesting employer verification of potential location information; and • Initiating IV-D case closure manually or automatically. When calculating the percentage of cases passing, the numerator for the Locate CPS is the number of IV-D cases where at least one locate effort was necessary and due within the reporting period, and a qualifying location attempt (qualifying action) was made for every necessary and due locate effort within the appropriate locate time period by the 75th calendar day (for initial locate efforts) or the 90th calendar day (for ongoing locate efforts).	There is at least one necessary and due locate effort for a IV-D case for the reporting period where a *qualifying* location attempt was not made by the 75th calendar day (for initial locate efforts) or the 90th calendar day (for ongoing locate efforts). The following actions, while defined by the contract as valid locate attempts, are not *qualifying* locate actions for this CPS at this time because they are not tracked in MiCSES: • Manual NCP locate efforts undertaken by IV-D staff recorded on the MiCSES *Notes Processor* (NOTE) screen;[3] and • IV-D staff manually accessing Data Warehouse location results.[4]

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[2] For an unlocated NCP with more than one IV-D case, each of his/her IV-D cases must receive a payment or a portion of the payment for the case to be excluded; if the case is not excluded, it will require a qualifying locate action.

[3] At this time, CPS reports cannot track manual efforts to locate NCPs as a qualifying action unless the NCP's new address is manually entered.

[4] At this time, CPS reports cannot track the use of Business Objects reports as a qualifying action. A remedy ticket has been entered to address this issue.